

PLAN COMMISSION MEETING MINUTES  
TUESDAY, OCTOBER 27, 2015  
Sister Bay-Liberty Grove Fire Station – 2258 Mill Road

The October 27, 2015 meeting of the Plan Commission was called to order by Chairperson Dave Lienau at 5:45 P.M.

**Present:** Chairperson Lienau, and members Don Howard, Marge Grutzmacher, Nate Bell and Scott Baker

**Excused:** Shane Solomon and Eric Lundquist

**Others:** Ron Kane, Britt Unkefer, Larry Gajda and Annika Schuller-Rach

**Staff Members:** Village Administrator Zeke Jackson, Marketing Director Jason Polecheck and Assistant Administrator Janal Suppanz

**Comments, correspondence and concerns from the public:**

Lienau noted that no new correspondence had been received, and then asked if anyone wished to comment regarding a non-agenda item. No one responded.

**Approval of the agenda:**

*A motion was made by Baker, seconded by Grutzmacher that the Agenda for the October 27, 2015 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

**Approval of minutes as published:**

*A motion was made by Howard, seconded by Baker that the minutes for the September 22, 2015 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

**Business Items:**

**Item No. 2. Discussion on a request for a Zoning Permit from Baylake Bank; Consider a motion for action if necessary:**

Baylake Bank has been bought by Nicolet National Bank, and the Sister Bay Branch of that bank will be moving into the Sister Bay Trading Company building located at 2477 S. Bay Shore Drive by May of 2016. Building, site and parking plans as well as artists renderings of proposed signage were all included in the meeting packets. Some remodeling will be done inside the building and a drive-thru area will be added. The Zoning Code requires that seventy-eight parking spaces be provided, but the Plan Commission does have the ability to amend that regulation. If the plans are approved as presented forty-three parking spaces will be provided at the new location. Larry Gajda, the Manager of Baylake Bank, was present and indicated that he believes forty-three parking spaces will be more than adequate.

*A motion was made by Howard, seconded by Baker that Baylake Bank's request for a Zoning Permit for the property located at 2477 S. Bay Shore Drive is approved as presented. The Plan Commission finds that forty-three parking spaces is sufficient for the property in question, and also approves the proposed signage for Nicolet Bank as presented. Motion carried – All ayes.*

**Item No. 3. Discussion on a request from the Wild Tomato for a plan amendment; Consider a motion for action if necessary:**

Britt Unkefer would like to remodel the Wild Tomato Building in such fashion that a basement is added, and a copy of the plans for that work was included in the meeting packets. Basically the basement will be utilized for storage, but the building footprint will not be changing.

*A motion was made by Grutmacher, seconded by that The Wild Tomato's Development Agreement shall be amended in such fashion that it states that a basement may be added to the building at 10677 N. Bay Shore Drive. Motion carried – All ayes.*

**Item No. 1. Public Hearing on amendment of §66.0501(b)(3)(e) – Accessory Buildings in Front Yard Setback Area and §66.0311(c)(1) – Conditional Uses in the R-1 Zoning District; Discussion on a proposed text amendment, and consider a motion for action if necessary:**

*At 5:56 P.M. Lienau called the Public Hearing on amendment of §66.0501(b)(3)(e) – Accessory Buildings in the Front Yard Setback Area, and §66.0311(c)(1) – Conditional Uses in the R-1 Zoning District, to order.*

Some time ago Lee Kellum requested that the Zoning Code be amended in such fashion that accessory buildings are allowed in the front yard setback area as a conditional use. (Kellum would like to construct a garage in his front yard, but that is not allowed at the present time.) Copies of applicable Zoning Code amendments were included in the meeting packets. Basically those amendments will allow garages/barns in the front yard setback area of the R-1 District as a Conditional Use.

Lienau asked if anyone wished to comment regarding this issue.

Ron Kane and Larry Gajda both stated that they believe “it’s a good amendment”.

*At 6:01 P.M. Lienau asked if anyone else wished to comment regarding this issue, and when no one responded he declared that the public hearing was officially closed.*

*A motion was made by Howard, seconded by Grutzmacher that the recommendation is made to the Village Board that the proposed text amendment which allows accessory buildings in the front yard setback area as a conditional use in the R-1 Zoning District be approved as presented. Motion carried – All ayes.*

**Item No. 4. Report by the Zoning Administrator regarding development activities, various enforcement actions, and issuance of Sign and Zoning Permits:**

Jackson gave the following oral report:

- The DNR has provided him with copies of the regulations concerning the dust control measures which must be taken at quarries. The Village’s Legal Intern is working on drafts of proposed regulation amendments and they will be provided to the Plan Commission as soon as they are available.
- The work on the Line Burial Project is substantially completed, with the exception of some conflicts with the D.O.T. Project.
- Topsoil has been placed on the Sledding Hill.

Lienau expressed concerns about the design of the sledding hill, and stated that he believes some safety issues may come into play. Jackson responded that it is his understanding that Steve Mann and Pat Hockers, who designed the sledding hill, intend to see that berms are added, and will see that the safety issues are all addressed prior to the time that the hill is opened.

- The Beach Project is substantially complete. In order to obtain grant funding all the required work must be completed this year. Landscaping is ongoing and sprinklers and rain gardens still need to be installed.
- Construction is underway on the Niagara Ridge Development.
- Al Gokey is still consulting with engineers and D.O.T. officials regarding the Harbor View Development, and is preparing for the next round of approvals.
- Keith Garot received new bids for the Stony Ridge Development and is working to finalize the necessary paperwork. Garot will need to amend his Development Agreement and submit revised architectural plans before proceeding any further.
- The search for a new Finance Director has resumed. For the time being the Finance Director duties have been split between existing staff members.
- The Marina had the best financial season on record.
- Staff has sent out the Fall Newsletter, and the results from the citizen survey have been tabulated.
- The consultants from Living Labs have completed their initial phase of work on the Wayfinding Signage Project. The next meeting with the consultants has been scheduled for Tuesday, November 24, 2015 at 5:30 P.M.

**Item No. 5. Discussion regarding matters to be placed on a future agenda or referred to a Committee, Official or Employee:**

There were no matters to be placed on a future agenda or referred to a committee, official or employee.

**Adjournment:**

*A motion was made by Baker, seconded by Howard to adjourn the meeting of the Plan Commission at 6:26 P.M. Motion carried – All ayes.*

Respectfully submitted,



Janal Suppanz,  
Assistant Administrator